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71-3488

6 July 1971

MEMORANDUM FOR: Deputy Director for Science & Technology
Deputy Director for Plans
Deputy Director for Intelligence
Deputy Director for Support

SUBJECT : Records Storage Control Policy

REFERENCE : Memorandum from Agency Records Management
Board to Executive Director-Comptroller
dated 10 June 1971 (attached)

25X1A 1. Last year I approved the allocation of funds to modernize the Records Center equipment and to renovate some additional storage space [redacted]. Many components performed well during the past two years in reducing their net holdings at the Center. These actions have provided temporary relief for our records storage problem but offer no permanent solution.

25X1A 2. Each Directorate must initiate aggressive and systematic records control programs to reduce its net annual increase in the storage loads imposed on the Records Center eventually to zero. Therefore, I am establishing for each Directorate an annual Records Center storage net growth limit which, over a twenty-year period, should result in no further increase in the Agency's records storage space requirements. In order to avoid merely transferring the problem [redacted] to Headquarters office space, I have instructed the Deputy Director for Support to cease issuing additional safes and other file equipment in the Washington area unless the requirement is fully justified (as, for example, in the case of a newly created organization). Before the requisitions are submitted to the DDS, I shall expect the Directorate Executive Officer or comparable senior officer to review the justification.

3. Effective in Fiscal Year 1972, the net increase in records storage space at the Agency Records Center is limited for each Directorate to 1,000 cubic feet. Each following year the allocation will be reduced by 50 cubic feet. (1973 - 950 cubic feet; 1974 - 900 cubic feet; etc.) Success in this approach will reduce the annual increased load on the Records Center by one-half in ten years and to zero in twenty years.

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4. The Agency Records Management Staff will assist your components in exploring methods to achieve these goals. Micro-filing offers considerable space saving as well as improved retrieval. Rigorous review of records creation, retention, and destruction policies and procedures within the framework of the existing Records Program and Federal law should provide additional opportunities. There are various avenues to explore to achieve eventual equilibrium between records creation and destruction. We now have a breathing spell within which to take action, but planning must be initiated and actions implemented or time will embargo many of these possibilities. I hope you will give this your personal attention and support.

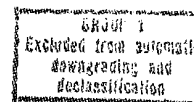
/s/ L. K. White

L. K. White
Executive Director-Comptroller

Attachment:
Referent Memorandum

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